

# EMPLOYMENT OPPORTUNITY

## Associate Director of Academic Affairs

*This position is open until filled.*

*Application review will begin on July 7, 2006.*

### **Washington Higher Education Coordinating Board**

The Higher Education Coordinating Board (HECB) is a 10-member citizen board that makes recommendations to the Legislature and Governor on higher education policy and administers all of the state's student financial assistance programs. The board assesses the higher education needs of Washington citizenry and recommends enrollment and other policies to meet those needs. The board is charged by state law with representing the "broad public interest above the interests of individual colleges and universities." The HECB reviews the operating and capital budget requests of the state's public colleges and universities and recommends budget priorities to the Governor and Legislature. The board also approves new degree programs offered by the public four-year institutions of higher education and administers other postsecondary programs that serve the public.

### **About the Office of Academic Affairs**

The office of academic affairs develops policies and procedures relative to the statewide array of degree granting programs at all levels. This includes academic planning, new degree program approval, existing program review, P-16 linkages, articulation and student transfer and state-level accountability in higher education. The office conducts research, develops and implements policies and programs consistent with the statewide strategic master plan for higher education. Staff members collaborate with internal and external stakeholders who comprise the state educational delivery network. A key underlying principle of the HECB holds that careful academic planning serves as the foundation for decision-making at the state and institutional levels. Project planning, higher education initiatives and key policies fulfill student and employer demands and satisfy state needs.

### **General Position Description**

The associate director is responsible for a range of academic planning and policy areas. The incumbent would be expected to work independently and as a team member, often in a leadership capacity, on a range of projects in the key policy areas of the Office of Academic Affairs. The assignment of the precise workload will depend upon the experience, skills, and interests of the person selected. This position is expected to become actively engaged in a broad range of policy areas and have the ability to contribute as needed on a variety of projects. The associate director works closely with institutional stakeholders and external agencies in the development of reports and in the implementation of policies and procedures.

## **Major Responsibilities**

- Collaborate with a variety of stakeholders in a highly visible, political environment, in many cases under tight deadlines.
- Manage a complex variety of research oriented projects which may include:
  - Academic planning, including assessment of program need, regional and state assessment of demand, assessment of changes in industries or academic disciplines;
  - New degree program approval, including critical review of new academic programs and recommendations to the board;
  - Review of existing programs and recommendations for changes and/or program elimination;
  - Diversity planning, including the development of strategies and/or programs that would enhance the representation of students, faculty, and staff of color;
- Communicate effectively with stakeholders, including preparation of published reports and delivery of professional presentations to various audiences including the Washington State Legislature, board members, and other statewide groups.

## **Minimum Qualifications**

### Education and Experience

- Master's degree or higher in social science, public policy, education, statistics, or other related field.

### Skills, Knowledge and Abilities

- Ability to communicate about complex issues with audiences that may range from little to in-depth knowledge of the topic.
- Ability to use a wide range of communication skills and media, including formal presentations, testimony to legislative bodies, informal discussions, published reports (Microsoft Word), and presentations (Microsoft Power Point).
- Demonstrated knowledge of higher education policy issues.
- Strong quantitative and qualitative research skills with experience in the use of statistical software (e.g. SAS or SPSS) and spreadsheet and database software (e.g. Microsoft Excel, Microsoft Access).
- Ability to work effectively and collaboratively with individuals from diverse organizations and backgrounds.
- Demonstrated experience in managing large, complex projects.
- Flourish in high pressure, deadline oriented environment.

## **Desired Qualifications**

- Doctoral degree in education, social sciences, public policy, statistics, or related field.
- Experience working in a college or university.
- Demonstrated ability to draft and analyze legislation and legislative documents.
- High level of proficiency in quantitative or qualitative research methods.
- Experience or training in research design including survey development.

### **Salary Range and Benefits**

The salary for this position is \$5,750 to \$6,785 per month, depending upon qualifications and experience. Benefits include comprehensive health and insurance provisions, federal social security and state retirement contributions, vacation and sick leave programs. This position is exempt from state civil service laws.

### **How to Apply**

*To be considered for this position, you must possess the required qualifications listed above and submit a complete application package, which **must** include the following:*

- 1. Letter of Application.** A letter of application which specifically addresses how your background qualifies you to perform the responsibilities described in this announcement.
- 2. Resume.** A current resume including work experience and education, including complete dates (month and year) and salary history.
- 3. References.** A list of names, current addresses, and current telephone numbers of three employment references.
- 4. Writing Sample.** Provide one writing sample of your work. No co-authored documents, please.
- 5. Authorization to Release Information form.**
- 6. Affirmative Action form (optional).**

*Initial screening will be based solely on the information contained in your application. You should keep a copy of your application for your files.*

### **Submit your completed application materials to:**

Kerri McConnell  
Human Resource Representative  
Washington Higher Education Coordinating Board  
917 Lakeridge Way SW  
P.O. Box 43430  
Olympia, Washington 98504-3430

### **Application Closing Date**

This position will remain open until filled. Review of applications will begin on July 7, 2006. Applications may be mailed or delivered to the above address, or faxed to (360) 704-6257. They may also be submitted in electronic format to: [humanresources@hecb.wa.gov](mailto:humanresources@hecb.wa.gov), please type "Associate Director" in the subject line. Please be aware that an authentic signature is still required on the information release form when submitting materials in electronic format.

*The Higher Education Coordinating Board is an equal opportunity/ affirmative action employer and is strongly committed to enhancing the diversity of its workforce. We will provide assistance in the recruitment, application and selection process to applicants with disabilities who request such assistance. Please contact us at (360)753-7802 as early as possible regarding any assistance you may require.*



## **AUTHORIZATION TO RELEASE INFORMATION**

As an applicant for a position with the Higher Education Coordinating Board, I am required to furnish information for use in determining my qualifications. In this connection, I hereby authorize the Higher Education Coordinating Board to make inquiries regarding my education, work experience and references, unless otherwise stated below. I hereby release all parties and persons associated with any such inquiries from liability in connection with information they give.

A photocopy of this release form will be valid as an original thereof, even though the said photograph does not contain an original writing of my signature.

Comments: \_\_\_\_\_  
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\_\_\_\_\_

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## Affirmative Action Data Sheet

Please complete and return this form with your employment application package.

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Check the item that best describes how you heard about this position.

<input type="checkbox"/> Friend or neighbor	<input type="checkbox"/> HECB Job line/ Web site	<input type="checkbox"/> Newspaper or other publication*
<input type="checkbox"/> Department of Personnel		
<input type="checkbox"/> Other State Agency*	<input type="checkbox"/> Other	<input type="checkbox"/> An organization electronic notice*

\*Please specify web site, organization, newspaper, publication or "other" source here:

The Higher Education Coordinating Board is an equal opportunity employer. The Board's state-approved Affirmative Action Program seeks to ensure that employment opportunity information reaches all qualified potential candidates, including African Americans, American Indians/Alaskan Natives, Asians/Pacific Islanders, Caucasians, Hispanics, women, men, persons age 40 and over, persons with disabilities, disabled veterans, and Vietnam era veterans. To implement this program more successfully, the Board requests that you provide the following information. Submission of this statistical information is voluntary; failure to complete this portion of the form will not adversely affect your candidacy for employment.

*This information will be separated from your application and handled confidentially*

Please check any/all of the following that apply:

<input type="checkbox"/> Male	<input type="checkbox"/> African American/Black	<input type="checkbox"/> Vietnam Era Veteran
<input type="checkbox"/> Female	<input type="checkbox"/> Asian/Pacific Islander	(served 180 days or more between 2/28/61
<input type="checkbox"/> Age 40 or older	<input type="checkbox"/> Caucasian/White	and 5/7/75 and does not have a
<input type="checkbox"/> Person with a disability	<input type="checkbox"/> Hispanic/Latino	dishonorable discharge)
	<input type="checkbox"/> Native	<input type="checkbox"/> Special Disabled Veteran
	American/American	(30% or more disability)
	Indian/Alaska Native	